**CLASSIFICATION:** MECHANIC / PROCESS CONTROL TECHNICIAN

**STATUS:** Full Time Non-Exempt

**SUPERVISORY RELATIONSHIPS:** None

**REPORTS TO:** Director of Operations & Maintenance

**WORK WEEK/HOURS:** Monday – Friday; 6:30 AM – 3:00 PM

**DEFINITION AND PURPOSE:**

The Mechanic/PCT performs work of a skilled and technical nature required to maintain, repair, or rebuild a variety of pumps, valves, and specialized equipment used in the wastewater treatment process. The Mechanic/PCT observes equipment operation, detects anomalies and adjusts, repairs, or rebuilds equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Inspects facility equipment including: pumps, compressors, HVAC units, boilers, blowers, hoists, and plant vehicles to ensure efficient operation and proper lubrication
* Operates, evaluates, and diagnoses abnormal or irregular equipment operation
* Confers with Director of O & M and plant staff on the treatment process, current operating parameters, task priorities and progress, and equipment problems
* Completes routine TEAMS generated maintenance work orders. Documents part use and time spent for tracking and updating equipment history for asset recordkeeping within the TEAMS software
* Orders replacement parts and makes corrective repairs to process equipment, motorized equipment, vehicles, and all other related ancillary utility equipment
* Performs routine preventive and repair maintenance work alone or as a group which includes internal staff and outside contractors
* Researches information in equipment technical manuals, schematics, and blue prints
* Documents work efforts completed to keep accurate equipment maintenance files and asset management records
* Removes defective equipment and installs and places new equipment into service. Disconnects and reconnects electrical leads. Uses electrical safety and electrical troubleshooting equipment
* Plans and performs plumbing modifications and plumbing work related to buildings, process piping, and various types of valves
* Responds and reports when called upon for high flow events, emergency equipment repairs or unusual plant problems, which includes nights, weekends, or holidays
* Performs Process Control Technician duties to maintain familiarity and eligibility for pager duty and weekend duty

**OTHER DUTIES**

* Operates all phases of the treatment facility equipment and controls as needed
* Follows established laboratory procedures and performs routine lab testing and analysis on influent/effluent and meter station samples used for NPDES reporting and member community monitoring
* Assists in building and groundskeeping duties including: trimming and mowing lawn, snow shoveling, blowing and snow plowing, and cleaning, painting and upkeep of District buildings and metering stations
* Leads other staff when working in groups on plant projects and provides direction to employees assigned in the performance of maintenance tasks/work orders
* Performs other utility related duties as assigned

**KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge in the theory, principles, and practices used in the treatment of wastewater. Experience and knowledge in predictive, preventative, and corrective maintenance including: methods, equipment, tools and materials used in the maintenance and repair of pumps, compressors, blowers, HVAC, boilers, gear boxes, valves and other related equipment found in a wastewater treatment facility and collection system/interceptor. Must possess the ability to listen, reason, exercise sound judgement and decision making, and communicate effectively. Individual must have strong mechanical aptitude and work effectively alone as well as within a group setting. Mechanic/PCT must perform all work activities safely and adhere to the safety programs developed for HOVMSD.

**MINIMUM POSITION QUALIFICATIONS**

**Education:** High school diploma along with an Associate’s degree in Maintenance

Electromechanical Technology, Wastewater treatment, or similar. Applicant may also qualify with a combination of relevant work experience, coursework, or military service that provides equivalent knowledge and abilities to perform the essential duties of this position.

**Experience:**  3-5 years relevant experience in mechanical maintenance involving machinery and equipment similar to that found at a wastewater treatment facility

**Certifications/Licenses:**

* Advanced Wisconsin Wastewater Operator Certification with Subclasses A1, B, C, P, D, and L within 5 years of hire.
* Valid driver’s license.

**PHYSICAL DEMANDS**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

**Manual Dexterity**:        Position requires good hand-eye coordination and manual dexterity necessary for use of hand and power tools, utilizing HMI touch screens, SCADA computers, and operating motorized equipment.

**Physical Effort:**            A great deal of walking is required to physically inspect equipment and the facility including ascending and descending ladders and climbing up and down stairways of three to five levels. Will be required to stoop, kneel, bend, crouch, grab, twist, push and pull in performance of daily duties. Requires vision and hearing requirements of normal ability, or corrected by glasses and/or hearing aids. The individual must regularly lift and/or move up to 50 pounds.

**Environmental**:    The individual must be able to withstand all environmental conditions within reason. Normal maintenance and operating tasks will demand exposure to the elements at any time and for extended periods. The employee must be able to use appropriate safety and protective equipment in environments of hot or cold temperatures, excessive noise, vibration, greasy and oily equipment, noxious odors, hazardous chemical locations, confined space conditions, electrical shock situations, and in dealing with wastewater itself. Safety toe shoes and safety glasses are required to be worn when working at the plant**.**